

SECRET

29 JAN 1969

MEMORANDUM FOR: All Members of the Scientific and Clandestine
Services Branch

SUBJECT : Application of Agency Secretarial Pattern

1. The following is the approved Secretarial Pattern to be
applied in establishing grades for secretary positions:

DD/P

GS-18	(Div Chief)	GS-09
GS-17	(Dep Div Chief)	GS-08
	(Group Chief)	
GS-16	(Group Chief)	GS-07
	(Branch Chief)	
GS-15	(Staff Chief)	GS-07
	(Branch Chief)	
GS-14	(Section Chiefs)	GS-06
GS-13	Other	GS-05

DD/S&T

GS-18	(Office Dir)	GS-09
GS-17	(Asst Off Dir)	GS-08
	(Project Director)	
GS-16	(Group Chief)	GS-07
	(Staff Chief)	
	(Div Chief)	
GS-15	(Staff Chief)	GS-07
	(Div Chief)	
GS-14	(Branch Chief)	GS-06
	(Section Chief)	
GS-13	Other	GS-05

2. The Secretarial Pattern will be applied at Headquarters
in all cases where the supervisor serves as chief of an organization
such as a division, staff, branch, section, etc. In those cases
where the supervisor does not have such responsibility, such as in
the case of an individual worker or staff advisor, secretary posi-
tions will be evaluated on the basis of duties and responsibilities.
Secretary positions at overseas stations and bases will also be eval-
uated in accordance with the Secretarial Pattern except in those
cases where the positions evaluate at a higher grade on the basis of
duties and responsibilities.